



ANNE ARUNDEL
WORKFORCE DEVELOPMENT
CORPORATION

REQUEST FOR PROPOSALS

Career Development Workshops

Issue Date

August 11, 2017

Notification of Intent to Apply

August 18, 2017 at 4:30 p.m.

Proposal Due Date

September 1, 2017 at 4:30 p.m.

Any proposal received after that time will not be accepted.

Workshop Schedule

October 2017

(Dates To Be Determined)

Issued by

Anne Arundel Workforce Development Corporation (AAWDC)

Scope of Work Contact

Deborah Russell
Chief Operating Officer

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Notification of Intent to Apply

We encourage workshop Facilitators with demonstrated successful training experience with our clients (dislocated workers, under-employed workers, long-term unemployed, individuals with disabilities, displaced homemakers, veterans, 50+ and ex-offenders/offenders) to submit proposal for consideration.

Prospective responders are requested to submit a non-binding Notification of Intent to Apply to inform AAWDC of their intent to submit a proposal.

Notifications may be emailed to jroberts@aaawdc.org with **Notification of Intent to Apply** in the Subject Line.

Notifications of Intent to Apply are due no later than 4:30 PM (ET) on Friday, August 18, 2017. While failure to notify AAWDC will not disqualify you from submitting a proposal, this notification is for planning purposes to assist in securing the necessary number of reviewers.

I. Introduction and Project Overview

Anne Arundel Workforce Development Corporation's (AAWDC) mission is to develop and deliver an innovative, effective workforce delivery system that is aligned with the economic and educational goals of Anne Arundel County. AAWDC's regional initiatives bring together workforce partners across Maryland to support the economic and workforce goals of the region.

AAWDC proudly announces the grand opening of a new, state-of-the-art Career Center at 613 Global Way, Linthicum Heights, MD. The Anne Arundel County Career Center delivers a variety of services to job seekers to assist with obtaining and retaining employment and businesses seeking solutions to their talent and workforce challenges.

AAWDC is designated as the One-Stop Operator for Anne Arundel County and the administrator of the Workforce Innovation and Opportunity Act funding. AAWDC leads many grant initiatives to assist with employment services for targeted populations. Our clients include dislocated workers, under-employed workers, long-term unemployed, individuals with disabilities, displaced homemakers, veterans, 50+, and ex-offenders/offenders, all who are seeking to enter or re-enter the workforce.

AAWDC plans to enhance and expand its workshops offerings in the Career Center. In order to deliver enhanced workshops, AAWDC seeks to engage training and workshop facilitators along with local and regional partners who can deliver interactive and innovative workshops for our job seeking clients.

The purpose of these workshops is to address the spectrum of issues and challenges associated with the job-search process and to prepare job seekers in obtaining and

retaining employment in high-demand industries that provide entryways into a career, offer new opportunities for career changes, and assist with advancing seasoned careers.

AAWDC is using an innovative approach for selecting workshop vendors to engage in a long-term contractual partnership. AAWDC is soliciting proposals to deliver workshops at no cost during the month of October 2017.

As a component of our goal of providing quality educational workshops and excellent customer services using user-driven feedback, these workshops will be electronically rated by participants. AAWDC will discuss a contractual agreement with those workshop facilitators with the strongest participant ratings.

At the conclusion of the Facilitator's respective workshops, Facilitators may elicit participant testimonials supporting the effectiveness of the Facilitator's workshop delivery which can be used on their professional social media or website.

Office hours are 8:30 a.m. – 4:30 p.m. However, occasionally trainings may be held on weekends and evenings, as required.

II. Submission Information

All proposals must be received by 4:30 p.m. on September 1, 2017 to jroberts@aawdc.org. All documents must be in a .pdf, .doc, or .xls file.

III. Scope of Work and Deliverables

AAWDC seeks innovative, highly interactive, and hands-on workshops that fully engage our clients and deliver competencies that will help them to be successful in the labor market. Length may vary from two-to-four hours.

IV. Proposal Requirements

All proposals should include the following:

- Title, Overview, and Description of Workshop
- Length of Workshop
- Audience Type: starting a career, transitioning in a career, or advancing in a career
- Competencies delivered
- Facilitator's Biography

- Contact information of the organization point of contact for proposal and delivery purposes

After written proposals have been reviewed, discussions with prospective partners may or may not be required to clarify portions of the proposal.

V. Evaluation and Anticipated Schedule

1. AAWDC staff will begin the process by reviewing each proposal received by the closing date and time and verify that they are complete and consistent with the guidelines set forth in this RFP before they are passed on to the Evaluation Committee.
2. Proposals that do not meet the closing date and time requirements will not be considered.
3. The Committee will select proposals for recommendation to AAWDC Executives.
4. AAWDC reserves the right to negotiate with the selected Facilitators on scheduling issues to conduct a free workshop during the month of October 2017.

Any questions pertaining to the Scope of Work should be directed to,

Deborah Russell
Chief Operating Officer
drussell@aaawdc.org